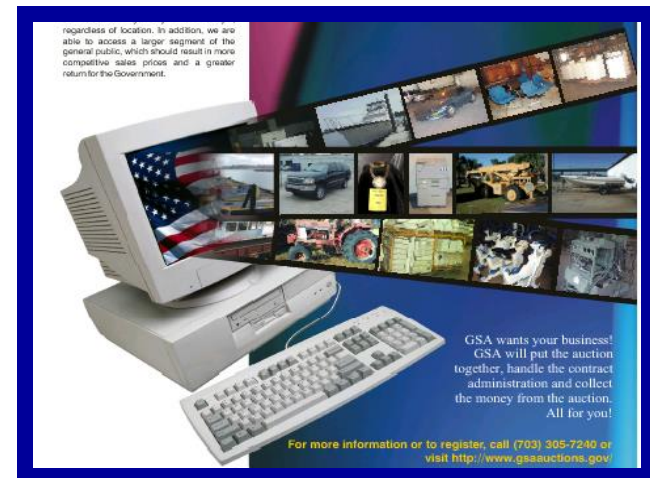




GSA Federal Acquisition Service
Personal Property Management

GREAT LAKES REGION 5 PERSONAL PROPERTY MANAGEMENT

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Acquiring Excess Personal Property

Who Can Acquire Excess Personal Property?

- Federal agencies;
- The Senate;
- The House of Representatives;
- The Architect of the Capitol and any activities under his direction;
- The DC Government and Mixed ownership government corporations.



Why must we use excess personal property instead of buying new property?

- It maximizes the return on Government dollars spent and minimizes expenditures for new procurement.



What must we consider when acquiring excess personal property?

- There must be an authorized requirement.
- The cost of the property does not exceed the cost of purchasing and maintaining new materials.
- You must not acquire excess personal property with intent to sell or trade for other assets.





When property is disposed of by another agency under the exchange/sale authority, how much do we pay?

- The amount of reimbursement is normally the fair market value.





How to Acquire Excess Personal Property

- Using GSAXcess;
- Submit a “Want List” in GSAXcess;
- Conduct on-site screening at various federal facilities;
- Contact GSA Area Property Officer;
- Direct transfer.



Requesting Agency's Responsibilities

- The requesting agency is responsible for shipping and transportation costs.
- Arranging the pickup by the 15th day the transfer document is approved.



Log into GSAXcess for
demonstration